eVA Integration Design Team

Meeting Minutes
September 27, 2004

Opening:
The meeting of the eVA integration workgroup was called to order at 10:00 AM on 9/27/2004 in Richmond.

Present:

Rachel Pace, CWM (phone)	Jerri Kemp, ODU (phone)
Maria Hatcher, DGS	Parvin Mirshahi, DGS
Lynette Jenkins, CWM (phone)	Berni Kenney, CWM (phone)
Dan Rogerson, ODU (phone)	

A.   Approval of Agenda
The informal agenda:
1   – Review Minutes
2   – Status of AMS Functional/Technical Specification
3   – SCT Status

B.   Approval of Minutes
Minutes were approved as is.

C.   Issues

Open Issues
See separate issues document.

Closed Issues
No items closed at this session.

D.   New Business

1.   Status of AMS Functional/Technical Specification:
- There are some issues that COVA is discussing with AMS on the functional specification before accepting and signing off on the final specs. COVA would like the issues to be part of the document and for the document to address how these issues will be resolved technically by COVA/CGI-AMS.

2.   SCT Status:
- Maria reported that Jan Fatouros will contact Jim Dye to get a status on the SCT documentation.   COVA is still awaiting the document.
- Berni Kenney reported that she spoke to Jim Dye and he gave CWM authorization to share SCT functional documents with COVA.

3.   CWM Understanding of Banner LDI for e-Procurement Documentation:
- Rachel reported that she reviewed the document and shared her understanding. Some items are still not cleared and need to be verified with SCT.

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

- According to the documentation the API stores the PO number in a filed named 'doc reference code'. The max length of this field is 20 chars.
- Integration can be done at the requisition level. Requisition is sent to Banner for validation, response is sent back to eVA. Requisition can be created in Banner, but does not have to.
- Assumption in API, Banner is the system of record for all purchasing. The API does not see external system (eVA) as system of record. Everything is checked in Banner and synchronized to eVA.
- Rachel is not sure if Banner is expecting the whole FOPAL string to come from API. This needs to be verified with SCT.
- The API does not handle change orders. This needs to be verified with SCT.
- The API does handle cancellations.
- Pcards are not processed through the API. This may or may not be a problem for SCT users.

- Rachel's Question – Can the eVA Field Data be updated through the API? Maria responded no. This function is not part of the CGI-AMS Integration technical document.

E.   Weekly Meetings
The next weekly integration meeting will be held tentatively on Tuesday, October 12, 2004 at DGS in the ISS 9th floor conference room starting at 10:00 a.m. Agencies will be contacted if the meeting is cancelled. Please be prepared to give your agency's status on the integration effort and problems if any.

Open Action Items
Old:
1. Update work breakdown structure (Marion Lancaster)
2. Draft scope and objective (Marion Lancaster)
3. Develop rough draft of project plan (Marion Lancaster)
4. Develop performance, quality assurance, and change management plans (Marion Lancaster)
5. Get access to SCT documentation (Marion Lancaster)
6. Document of software cost to CWM (Berni Kenney)
7. Answer to Mike's question "has AMS signed non-disclosure paperwork with SCT?" (Marion Lancaster)
8. Ask AMS how the system knows to send DO (EP) transactions and not PCO transactions at purchase order exit point? (Marion Lancaster)
9. Ask AMS if comments marked to send to vendor and comments marked not to send to the vendor are part of the integration? (Marion Lancaster)
10. Ask AMS if Preferred Order Method (Print or URL) is available on integration? (Marion Lancaster)

Closed Action Items
No items closed at this session.

Prepared by Maria F. Hatcher

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